

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY



OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

May 10, 2018

MEMORANDUM

SUBJECT: SES Reassignment

FROM: Kyle Barja
HR Specialist, RTP Shared Service Center

TO: Serena McIlwain

Your reassignment to the SES position of Director, Office of Continuous Improvement, ES-0340-00, has been approved. This position is located in the Office of the Administrator, Office of Continuous Improvement, Washington, DC. The annual salary associated with this reassignment is \$188,806.

The law establishing the SES requires that you receive written notice 15 calendar days in advance of any reassignment. This provision was established to protect employees by providing them with an opportunity to raise questions and issues to management, prior to a reassignment. This memorandum is your written notice of your reassignment.

If you have any questions about this reassignment, please contact me at barja.kyle@epa.gov or 919-541-2477.

Please indicate your preference by placing an X beside your choice and return this document via email to barja.kyle@epa.gov.

I wish to: _____ wait the full 15 calendar day notice period prior to this reassignment.

I wish to: ☒ _____ waive the 15 calendar day notice period and have the reassignment be effective **May 13, 2018.**

Signature: _____

Date: 5.10.18